

Here are some guidelines on performance appraisals:

- 1) Technician appraisals are generally done on an annual basis by the individuals birth month. The individual needs to be under your supervision for at least 180 days before you can rate them. (Any LWOP time for AD is deducted from this period).
- 2) When a change in supervision takes place, the departing supervisor needs to do a closeout appraisal as long as the 180 day supervision period takes place. The next rater would then be responsible to rate the remaining period to the individuals birth month and if that period was less than 180 days, would rate that period in addition to the entire next year on the following appraisal.

Example 1: Joe's birthday is in January 2003, and has a change of supervisor on 30 November 2003. Joe's departing supervisor does a closeout appraisal covering the period of 2 Jan 2003 - 30 Nov 2003 (greater than 180 days), and his next supervisor will not do another appraisal until 1 Jan 2005 (14 months) because he/she did not supervise him for 180 days by 1 Jan 2004, and must wait until the next January to keep with the birth month.

Example 2: Joe has a change of supervisor on 31 Mar 2003 after receiving an appraisal on 1 Jan 2003. Joe's departing supervisor is off the hook, as it is less than 180 days since his last appraisal. Joe's next supervisor would rate the period 1 Apr 2003 - 1 Jan 2004 having supervised him for greater than 180 days, and include a remark that the individual was not rated for the period of 2 Jan 2003 - 31 Mar 2003 as they did not fall under the raters supervision.